

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which involve planning, organizing and directing the fire prevention program of the department, including fire inspections, fire investigations and public fire education. The incumbent of this class manages the operations of the Fire Prevention Division and supervises all assigned subordinate personnel, in addition to personally performing all duties related to fire inspections, investigations and the enforcement of fire prevention codes and ordinances. The employee of this class also provides for the maintenance of records and reports, performs public relations duties and assists in the preparation of the departmental operating budget. The Chief of Fire Prevention works with a high degree of independence, receiving work assignments and direction for special projects from the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department division responsible for fire inspections, fire investigations and public fire education. Organizes the division, making decisions concerning use of equipment and deployment of personnel. Recommends management policies, goals, and objectives relating to fire prevention. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations and takes appropriate action to correct or improve problem areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Evaluates new laws, regulations, ordinances and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Maintains a reference library on inspection, investigation and public fire education topics. Participates in conferences, conventions and other educational meetings. Reads and studies current literature, keeping informed on modern fire prevention methods and administrative practices.

Supervises division employees by assigning duty areas and work schedules, delegating assignments and approving leave. Outlines responsibilities, duties and task priorities for subordinates

identifying what must be done and establishing a timetable for completion. Monitors work pace and progress of assigned jobs. Sets long term goals for employees to best accomplish the aims of the division. Inspects appearance of fire personnel and their equipment for standards of safety. Provides assistance in technical areas of work and on-the-job training in inspection, investigation, and public fire education. Evaluates the work performance of subordinates, and writes employee evaluation reports. Holds formal meetings in order to receive reports, disseminate information or discuss work problems. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Maintains discipline by conducting corrective interviews and recommending disciplinary action to the appointing authority when necessary.

Conducts or supervises inspections and re-inspections on potential hazards or safety violations received from public complaints or previous findings where violations of fire codes occurred. Oversees the inspections of fire suppression equipment, such as portable fire extinguishers, standpipe systems and fire hydrants. Supervises the inspections of the interior and exterior of buildings, structures and storage areas. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspection and outlining recommendations made as a result of findings. Reviews inspection findings with the building owner or manager, provides copies of all required documents and discusses recommendations for the correction of fire hazards. Issues citations and court summons, stops work orders or assesses fines for non-compliance with fire codes. Prepares information and evidence from inspections for use in court proceedings. Testifies in court.

Directs the operation of fire investigations at the fire scene by restricting access and examining the interior and exterior of the structure and surrounding area. Determines point of origin and identifies the heat source for cause of fire. Conducts interviews with firefighters and witnesses, takes notes and photographs, makes sketches and diagrams and collects all related evidence and information to complete a fire investigation report. Reviews and analyzes data to determine if the cause of fire was a result of natural causes, carelessness or arson. Acts as a liaison with law enforcement, the public prosecutor's office or other arson investigation agencies when necessary. Testifies in court as required.

Selects fire safety program components and objectives. Organizes and trains department personnel and volunteers who participate in the safety education program. Develops support for the fire safety program within the community, involving business leaders in public education efforts. Evaluates the impact of the public education program and modifies as needed. Informs the public about fire hazards, injury prevention, built-in fire protection and fire dynamics through lectures, demonstrations and instructional materials distributed to the community. Oversees fire safety in public assembly occupancies at major events. Supervises fire

drills, reviews evacuation plans and instructs fire drill assistants.

Reviews incoming written communications for the division, making assignments to staff and writing comments as necessary to route work to the appropriate person. Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Completes all forms and records assigned, in addition to fire inspection or investigation reports. Compiles, organizes and analyzes data in order to write reports required to document division activities. Writes letters and composes articles for publication as directed. Receives, reviews and authorizes requests for release of fire prevention records. Writes proposed changes to fire prevention codes.

Assists in the preparation of the departmental budget by compiling financial data. Evaluates division needs and recommends purchases of supplies and equipment for fire prevention use. Reviews products with sales representatives in order to make appropriate purchasing recommendations. Assists the Fire Chief in the purchase of equipment by preparing expenditure estimates and authorizing expenditure of funds for the division. Reviews and signs related financial records as directed. Oversees ordering, inventory control and distribution of division equipment and supplies. Provides for the inspection or testing of any equipment which may be used in the fire prevention division. Regularly ensures division equipment works properly and meets any applicable standards. Verifies repairs were accomplished as needed. Writes requests for grants and other special funds to aid in the operation of the fire prevention division as directed by the Fire Chief.

Performs and supervises public relation activities, such as coordinating field trips and conducting tours of fire department facilities. Responds to questions from the public and releases information to the news media about the operation of the fire prevention division or any related areas of fire prevention services. Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance when needed or assisting in projects of mutual concern to both the agency and the fire prevention division. Acts as a consultant for volunteer fire departments in surrounding areas, providing assistance or training upon request.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer for at least (3) years immediately preceding closing date for application to the board.